

ACADEMIC RULES AND REGULATIONS

Universiti Islam Malaysia (Post-Graduate Studies)

DEFINITIONS

In this Regulation, the following words shall bear the following meaning:

“Academic Adviser” means a member of the teaching staff from the School appointed to guide a candidate pursuing studies by coursework;

“Candidate” means a student who has registered to follow a programme of study in the University;

“Co-Supervisor” means a person appointed jointly with the main supervisor to supervise the research, thesis preparation and guide and assess a candidate’s studies;

“Coordinator” means a member of the teaching staff appointed by the University to coordinate a programme;

“Course” means a subject offered under a programme;

“Course Unit” means points accorded for a course based on the number of contact hours and coverage of the said course;

“K” means Credit Transfer or Exemption

“Degree” means an award conferred by the University on a candidate who has fulfilled the requirements for a master’s or doctor of philosophy degree or its equivalent;

“External Examiner” means a member of the teaching staff from outside the University appointed by the Senate to assess the status a candidate in the programme;

An external examiner for PhD candidate must have at least a PhD or an associate professorship or equivalent and be experienced in the area of study with a reasonable number of publications and at least five (5) years’ experience in the research area of the candidate.

An external examiner for a master’s degree candidate must have a master’s degree and at least three (3) years’ experience in the research area of the candidate.

“Graduate Examination Committee” means a committee comprising the Vice Chancellor of Academic & International Division, Vice Chancellor of School, and Academic Adviser/Supervisor/Chairman of the Post-Graduate Committee to evaluate the examination results of the students;

“Internal Examiner” means a member of the teaching staff from the University appointed by the Academic & International Division on the recommendation of the School to assess the status of a candidate in the programme;

“Main Supervisor” means a member of the teaching staff from the University appointed to head the group of supervisors to supervise the research, thesis preparation and to guide and assess a candidate’s studies;

“Oral Examination Committee” means the examiners’ committee comprising the Vice Chancellor of Academic (or his/her representative) as chairman, external examiner (if relevant), and internal examiner as members;

“Payment” means all payments and fees chargeable by the University for the candidates of a programme;

“Post-Graduate Committee” means the committee set up in the School to supervise research, thesis presentation and to guide and assess a candidate’s studies;

“Programme” means the study plan for the master’s or doctor of philosophy degree in specific areas;

“Qualifying Examination” means the overall examination of the main and subareas of knowledge pursued by a candidate in his/her coursework;

“Semester” means a specific period of time within a session as may be determined by the Senate;

“Senate” means the Senate of Universiti Islam Malaysia;

“Session” means an academic year, the date of which are determined by the Senate;

“Supervision committee” means committee set up in the School to supervise research for a specific candidates.

“Thesis” means an academic composition that states the findings from the research undertaken by a candidate;

“University” means Universiti Islam Malaysia.

1.0 APPLICATION

- 1.1 Applicants must submit completed application forms with all required supporting documents to the Academic and International Division.
- 1.2 Each application shall be referred to the Selection Committee (SC) for consideration.
- 1.3 The university will appoint an Academic Advisor upon acceptance of application.
- 1.4 A candidate who fails to register in any semester within the specified period without any formal consent from the Vice Chancellor of Academic and International Relations will be deferred or dismissed from the University.

1.5 Deferment of Study

- 1.5.1. Candidates who have been accepted but have yet to register may choose to defer their studies for a period of not less than one (1) semester and not more than two (2) semesters through a written application to the Vice Chancellor of Academic and International Division within four (4) weeks from the date of registration. The offer will be cancelled if the candidates do not apply to defer their studies within the stipulated time period.

2.0 SEMESTER REGISTRATION

- 2.1 All candidates must register their academic semester online via UIM portal within the time indicated by the University. Students who failed to settle any outstanding amount due will not be able to access the registration system. Registration system and students accounts can be accessed from <http://www.uim.edu.my/>

2.2 Registration period

- 2.2.1. Registration is opened until week 2 of the new academic semester.
- 2.3 A candidate shall not be allowed to register after 2 weeks from the commencement of the semester.

- 2.4 After submitting the thesis, a candidate must continue to register for every semester until the viva voce examination is completed. Candidate is required to pay “Writing Fee” for every additional semester after normal period. 3 years period (Ph.D. – Full Time) and 4 years period for (Ph.D. – Part Time). 2 years period for (Master – Full Time) and 3 years period for (Master – Part Time).

2.5 **Nature of Registration**

- 2.5.1. A candidate will be given a choice of undertaking a programme either on a full time or part time basis.
- 2.5.2. A part time candidate who undertakes a fully research of study shall prepare a schedule for meetings supervisor with the supervisor of not less than twenty (20) contact hours for every semester.
- 2.5.3. A candidate who intends to change the nature of registration from full time to part time basis or vice versa may apply to the Vice Chancellor of Academic and International Division.
- 2.5.4. Working candidate is required to provide evidence from the employer stating that permission has been granted to undertake the studies.

2.6 **Deferment of Registration**

- 2.6.1. Candidates who have registered may apply to defer their registration by providing reasonable grounds. This period of deferment will not be computed as part of the specified period of the study. Written application to the Vice Chancellor of Academic and International Relations must be made within four (4) weeks after the commencement of the semester.
- 2.6.2. Deferment is allowed for a period of not less than one (1) semester but not exceeding two (2) semesters throughout the period of the study.
- 2.6.3. If the application is not approved, the candidate shall be required to continue with his candidature for the semester concerned.

3.0 COURSE REGISTRATION

3.1 By Coursework and Research

- 3.1.1. Students who is pursuing a programme of study by coursework must formally register for the selected courses within the first two weeks of the commencement of every semester.
- 3.1.2. Registration of courses can be done online via UIM portal once the student status is activated.
- 3.1.3. Student who not register in the registration period, will not be allowed to attend classes and to sit for examination
- 3.1.4. Students must print their course registration slip and bill as reference.

3.2 Changing, Adding and Dropping Courses

- 3.2.1. Candidates are allowed to change and add courses that have been registered after obtaining the advice and support of the academic adviser within the first four (4) weeks of a semester, and drop courses not later than the ninth (9) week.
- 3.2.2. Courses that have been dropped will not be taken into account on the calculation of Cumulative Grade Point Average (CGPA).
- 3.2.3. Changing, adding and dropping of courses must not affect the total minimum and maximum number of units that must be taken in every semester.

4.0 MODE OF STUDIES

- 4.1 A candidate can choose one of the following types of study (subject to the type of studies offered):
 - 4.1.1. Coursework
 - 4.1.2. Research

5.0 ACADEMIC SESSION

- 5.1 UIM Academic Session consists of:
 - 5.1.1. Two Semesters per Academic Session; or
 - 5.1.2. Three Semesters per Academic Session

6.0 CREDIT TRANSFER

- 6.1 Transfer of credit refers to a situation is given based on equivalent Course(s) undergone by the student previously that do not need to be replaced by another course(s). The transferred credit hours are counted as part of the fulfilment of the total credit hours completed for the respective programme offered by the university.
- 6.2 Students are eligible for credit transfer of courses taken with other institutions, provided:
 - 6.2.1. The course was undertaken in other institutions of higher learning which are recognized by the university Senate or recognized by the government of the countries from which the qualification was obtained.
 - 6.2.2. The course is at a comparable level and the course content is equivalent to the course offered in the university.
 - 6.2.3. The course has obtained at least 'B' grade of equivalent.
- 6.3 Application for credit transfer should be submitted together with the application form, accompanied by certified copies of the course syllabus and transcripts. The application will only be considered upon the student's registration.
- 6.4 A course given credit transfer shall be noted with 'K' on the student's transcript. The credit of the course shall not be included in computing GPA and CGPA of the student. However, the transferred credits contribute towards the computation of the total credit requirement for the purpose of graduation
- 6.5 The total exemptions and credit transfers given to any students are subjected to the rules stipulated by the Malaysian Qualification Agency. Currently the total credits exempted and transferred shall not exceed 30% of the programme credits.

7.0 CREDIT EXEMPTIONS

- 7.1 Exemption refers to a situation where students are exempted from taking certain course(s). Exemption of courses may be allowed for equivalent courses that have been taken elsewhere subject to certified copies of evidence and the Vice Chancellor of Academic and International Division is satisfied that the content and depth is similar.
- 7.2 Courses taken in a previous academic programme of a lower level provided that the student has completed and graduated in that previous programme subject to the approval from the Vice Chancellor of Academic and International Division.
- 7.3 The value and grade of a subject eligible for credit exemption will not be calculated into the students Grade Point Average (GPA) and CGPA in the new academic programme.
- 7.4 The university has the right to institute additional tests, interview and other means in determining the equivalent course status to a student.

8.0 APPLICATION PROCEDURE FOR CREDIT TRANSFER AND CREDIT EXEMPTIONS

- 8.1 All applications must be accompanied by the certified copies of the original transcript of examinations results and syllabus or outline of the subjects at the relevant institutions.
- 8.2 Applications must be made in writing to the Vice Chancellor of Academic and International Division before week 9 of the commencement of first semester.

9.0 COURSEWORK

Type of Coursework Registration:-

9.1. Coursework with Credit

Courses registered for with credit (core/major/elective courses) will be taken into account to determine the CGPA.

9.2. Coursework without Credit

Courses registered without credit or courses that are enrolled as audit will not be taken into account to determine the CGPA. Credit hours for these courses shall not be considered in determining the coursework workload for each semester.

9.3. Pre-requisite Course

Students who are required to register for pre-requisite course(s) must obtain a passing grade as a condition to proceed with their programme of study. However, it will not be taken into account to determine the CGPA.

9.4. Malay Language Courses

A foreign candidate shall be required to register for a Malay Language Course as stipulated by the university.

10.0 COURSE LOAD

10.1. By Coursework

10.1.1 Full-time students pursuing a programme of study other than full research can take a minimum nine (9) credit hours and a maximum of eighteen (18) credit hours each semester. Part-time students can take between three (3) and nine (9) credit hours each semester. This total does not include subjects registered for audit.

10.1.2. Within a semester for which a student is registered, the minimum study load a student may register is:

- i. Two (2) courses for a part-time student
- ii. Three (3) courses for a full-time student

10.2. By Research (Thesis/Dissertation)

10.2.1. The number of credit hours is normally having 16 credits for Thesis/Dissertation.

10.2.2. A student is allowed to start Thesis/Dissertation after completion and passing all courses as may be determined under the programme study.

11.0 ACADEMIC ADVISOR/THESIS SUPERVISOR/THESIS COMMITTEE

11.1. Academic Advisor

11.1.1. One or more academic advisor will be appointed for every programme of study. The Academic Advisor will be responsible to advise, guide and monitor the progress of students. Students are advised to contact the academic advisors frequently to obtain advisory services for the programme of study undertaken.

11.2. Thesis Supervisor and Thesis Committee

11.2.1. Students pursuing a programme of study by research will be guided by:

- i) One supervisor; or
- ii) One main Supervisor and Co-Supervisor; or
- iii) A Thesis Committee comprising at least three (3) members one of whom is principal supervisor.

11.3. Appointment of Supervisors for Doctoral must be among:

- i) Professors; or
- ii) Academic Staff with Ph.D. qualifications in a related field and five (5) years experienced.
- iii) Co-supervisor (if any) can be appointed from among Non-academic staff with at least a Ph.D. qualification or equivalent approved by the University Senate.
- iv) Co-supervisor (if any) can be appointed from other universities with at least a Ph.D. qualification in a related field and have five (5) years working experience.

11.4. Appointment of Supervisors for Masters student must be among:

- i) Professors; or
- ii) Academic staff with at least a Ph.D. degree qualification in a related field and have five (5) years working experience.

- iii) Co-supervisor (if any) can be appointed from among Non-academic staff with at least a Ph.D. qualification or equivalent approved by the University Senate.
- iv) Co-supervisor (if any) can be appointed from other universities with at least Ph.D. qualification in a related field and have five (5) years working experience.

12.0 EXAMINATIONS

12.1. Number and scope of examinations

- 12.1.1. The number and scope of examinations shall be determined under these Regulations as may be approved by the Senate on the recommendation of the University.
- 12.1.2. The examination in any course and thesis may incorporate written tests, orals, practical and clinical in any form as well as other assessment methods as may be approved by the Senate on the recommendation of the University.
- 12.1.3. The Committee of Examiners may at its discretion require a candidate to sit for any additional examination that is deemed necessary for the assessment of his thesis.

12.2. Committee of Examiners

- 12.2.1. A Committee of Examiners shall be appointed for each examination or part thereof of the Degree programme of study.

12.3. Programme of Study by Research Mode

- 12.3.1. The membership of the Committee of Examiners shall comprise the following:-
 - i) The Chairman or representative;
 - ii) A representative of the Senate Academician;
 - iii) A representative of Cluster; and
 - iv) Two (2) examiners with expertise in the field concerned of whom at least one are external examiner appointed by the Senate.

- 12.3.2. The quorum for the meeting of the Committee of Examiners shall be at least one-third including an examiner and the Chairman.
- 12.3.3. Where the Vice Chancellor of Academic is the supervisor or examiner of the thesis of the candidate concerned, the chairman of the Committee of Examiners may be one of the Professors in the field concerned or such officer as may be determined by the University.
- 12.3.4. Where the Vice Chancellor of Academic responsible for the Degree of Doctor of Philosophy or Head of Cluster is the supervisor for the candidate concerned, he shall attend the meeting of the Committee of Examiners on the invitation of the Committee of Examiners and not as a member thereof.
- 12.3.5. Except otherwise provided, where the Vice Chancellor of Academic or such officer as may be determined by the University for any reasons is not able to perform his duties as the chairman of the Committee of Examiners, the Head of Cluster who is responsible for postgraduate matters or such officer as may be determined by the University may perform the duties of the Vice Chancellor of Academic as the chairman of the Committee of Examiners with the approval of the Senate.
- 12.3.6. Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to represent him in any meeting of the Committee of Examiners except with the written approval of the Senate.
- 12.3.7. The officer from Academic Division shall be the secretary of the meeting of the Committee of Examiners.
- 12.3.8. The supervisor may be invited to attend the meeting of the Committee for the purpose of advising on matters under discussion but he does not have the right to participate in the consideration and the results of the examination of the candidate's thesis.
- 12.3.9. The Committee of Examiners shall consider the examiners' reports with regard to the thesis of a candidate, conduct viva voce and arrive at a decision regarding the level of achievement of the thesis in accordance with the provisions of these Regulations in its recommendation to the Senate. The Committee of Examiners shall also report to the Senate on any matter concerning the standard or conduct of an examination.

12.4. Programme of study by Coursework Mode

- 12.4.1. Separate Committees of Examiners shall be required for the coursework component and the research component.
- 12.4.2. The Committee of Examiners for the research component shall be as provided.
- 12.4.3. The membership of the Committee of Examiners for the coursework component shall comprise the following as approved by the Senate:
 - i) The Chairman or representative;
 - ii) A representative of the Senate Academician;
 - iii) The representative of Cluster;
 - iv) The external examiner with expertise in the field concerned; and
 - v) Any examiner who is a full-time academic staff or any other person appointed by the Senate.
- 12.4.4. The quorum for the meeting of the Committee of Examiners for the coursework for the component is the Chairman and one-third of the members of the Committee of Examiners.
- 12.4.5. A part-time academic staff of the University may be invited to attend a meeting of the Committee of Examiners.
- 12.4.6. Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to represent him in any meeting of the Committee of Examiners.
- 12.4.7. The officer from Academic Division shall be the secretary of the meeting of the Committee of Examiners.
- 12.4.8. In the event of an emergency, the Vice Chancellor of Academic may appoint any full-time academic staff of the University as a member of the Committee of Examiners on condition the appointment is reported to the Senate as soon as possible.
- 12.4.9. The functions of the Committee of Examiners are as follows:-
 - i. To consider the examination results in accordance with the marking scheme as provided (iii) below and to determine the candidates who have passed or failed an examination;

- ii. To recommend to the Senate that the candidates who have failed the examination in any course be permitted to repeat the course and to retake the examination for the course concerned or not be permitted to retake the examination or to be readmitted into the Degree programme of study; and
- iii. To report to the Senate on any matters in connection with the quality or conduct of an examination.

12.5. Examination assessment of programme of study by Research Mode

12.5.1. The method of assessment shall be as follows:

- i. The method of assessment for a programme of study by Research shall be by examination of the thesis and a viva voce with respect to the thesis concerned.
- ii. A thesis shall be examined, evaluated and recommended by each examiner as to whether it be:-
 - a. awarded a Pass or a Fail;
 - b. referred for corrections without re-examination; or
 - c. referred for further work and be submitted for re-examination.
- iii. No mark or grade shall be awarded in the examination of a thesis.
- iv. The candidate shall be required to attend a viva voce with respect to his thesis. The Committee of Examiners has the power to determine the method of conducting a viva voce with respect to the thesis of a candidate. The Committee of Examiners may, if necessary, invite an academic staff of the University who has the experience and expertise related to the area of research of the candidate to attend the meeting of the Committee of Examiners and the viva voce of the candidate concerned.
- v. The Committee of Examiners shall after considering the reports of the examiners, the candidate's thesis and viva voce, decides and recommends that the thesis of the candidate concerned:-

- a. has achieved sufficient academic merit to be awarded the Degree without any corrections;
 - b. has achieved sufficient academic merit to be awarded the Degree subject to the candidate making corrections within six (6) months to nine (9) months without any re-examination;
 - c. be referred for further work within a period of between after nine (9) to twelve (12) months as may be determined by the Committee of Examiners and be submitted for re-examination before the expiry of the stipulated period; or
 - d. has not achieved sufficient academic merit and the candidate has failed in the examination of his thesis.
- vi. Notwithstanding subparagraph (c), further work for a period exceeding twelve (12) months shall only be recommended by the Committee of Examiners in special circumstances and based on the reports of the examiners concerned.
- vii. For the purpose of these Regulations, **“further work”** means revision and re-writing the thesis including further research with respect to the topic of the research concerned. **“Re-examination”** means the re-evaluation of the thesis of the candidate by the Committee of Examiners after further work.
- viii. A candidate referred for further work may require by the Committee of Examiners to attend a viva voce with regard to his thesis for the second (2) time.
 - a. The results of the meeting of the Committee of Examiners shall be based on the reports of the examiners and the performance of the candidate during the viva voce and as far as possible be arrived at unanimously. Where no results can be reached unanimously, an additional examiner may be appointed to assist the Committee of Examiners in making a decision.

12.5.2. The corrections and re-examination of a thesis shall be as follows:

- i. A candidate required to make the corrections as provided under subparagraph 12.5.1.(v)(a) before above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except in special circumstances where the Vice Chancellor of Academic has approved an extension of the stipulated period by a period of not more than ninety days.
- ii. A candidate required to make the corrections as provided under subparagraph 12.5.1.(v)(c) before above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except where the Senate, on the recommendation of the Committee of Examiners has approved an extension of the stipulated period. For the purpose of this paragraph, the extension shall begin a day after the expiry of the stipulated period for further work.
- iii. A thesis that has been resubmitted for examination shall be sent to all the examiners concerned for re-examination and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for its consideration.
- iv. The Committee of Examiners shall after considering the examiners' reports, the candidate's thesis and viva voce (if any), decide and recommend whether the thesis of the candidate be awarded a Pass or a Fail. Where the thesis has not achieved sufficient academic merit to be awarded the degree of Doctor of Philosophy, the Committee of Examiners shall recommend that a Master's in the relevant field be awarded after being satisfied that the thesis of the candidate has achieved sufficient merit to be awarded a Master's degree.
- v. Subject to the provisions of subparagraphs 12.5.1.(ii)(c) and 12.5.1.(v)(c) before above no candidate shall be permitted to submit his thesis for re-examination more than once.

- vi. A candidate required to resubmit his thesis for re-examination shall continue with his registration as a candidate and pay the registration fees concerned.

12.6. Examination assessment of programme of study by Coursework Mode

12.6.1. The method of assessment for the coursework component shall be as follows:-

- i. The method of assessment of a course shall depend on the learning outcomes and course content. The contributory ratio or weight of an assessment method in the final total marks for a course shall be determined by the University and shall be approved by the Senate.

ii. Attendance in class

- a. A candidate shall attend all classes. It is the responsibility of each lecturer to inform the candidate of the consequences of failure to attend classes. It is the responsibility of a candidate to ensure that the lecturer is informed early of his non-attendance of class. The lecturer is required to keep records of class attendance and report on any non-attendance exceeding twenty percent (20%) to the office of the Vice Chancellor of Academic.
- b. Any candidate who has less than eighty percent (80%) of class attendance for a course in a semester without any acceptable reasons or without obtaining prior approval of the lecturer concerned may be barred from sitting for the final examination for the course concerned in a semester by the Vice Chancellor of Academic. Where a candidate is barred from sitting for the final examination of a course for a semester he shall be informed in writing by the Vice Chancellor of Academic at least one (1) week before the commencement of the semester examination concerned.
- c. Any candidate who is barred from sitting for the final examination in a semester shall be given a zero mark for the final examination of the course concerned.

12.7. Marking scheme

12.7.1. The assessment for the examination for the coursework component shall be based on the following marking scheme:-

Mark	Grade	Grade Point	Status
80-100	A	4.00	Pass with excellence
75-79	A-	3.67	Pass with excellence
70-74	B+	3.33	Pass
65-69	B	3.00	Pass
60-64	B-	2.67	Conditional Pass
55-59	C+	2.33	Conditional Pass
50-54	C	2.00	Conditional Pass
45-49	C-	1.67	Fail
40-44	D	1.00	Fail
<40	E	0.00	Fail

12.7.2. For the purpose of this paragraph, a Conditional Pass means a pass in the course concerned if the CGPA is 3.0 or greater in the semester the course is taken.

12.7.3. Grade I is given when:-

- (A) a candidate did not take the final examination for any course in a semester on medical or compassionate grounds and the grade is recommended by the Committee of Examiners; or
- (B) a portion of the candidate's course requirements has not been completed due to reasons beyond the candidate's control that may be accepted by the Committee of Examiners concerned.

12.7.4. In situation (A), the candidate is permitted to take the examination for the course concerned without being required to attend the course again. In situation (B), the candidate is permitted to complete the relevant portion of the course at the first opportunity in the following semester.

- 12.7.5. In both situations (A) and (B), the candidate must register to attend the course concerned when offered in the immediate following semester. However, no fees will be imposed for the registration of the course concerned and the credit hours concerned shall not be taken into account in the number of credit hours that can be registered in a semester.
- 12.7.6. A candidate shall be given a zero mark for the final examination for the course or the portion of the course requirement concerned if he did not:-
- (A) Register and take the final examination for the course concerned when it is offered in the immediate following semester; or
 - (B) Where applicable, did not complete that portion of his course requirements at the first opportunity in the following semester.
- 12.7.7. The mark that is obtained in the final examination of the portion of the course requirement for a course as mentioned above shall be added to the mark for the course that is given a Grade I in order to obtain the actual grade for that course.
- 12.7.8. A candidate who is given a Grade I for a course shall not be permitted to repeat the course under any circumstances until the Grade I is dropped.
- 12.7.9. Other than the grades as shown in the marking scheme and in subparagraph 12.7.1. and Grade I in subparagraph 12.7.3., the following grades may also be given to a candidate for courses attended by candidates:
- i. Grade K, given for courses that are approved for the transfer and exemption of credit.
 - ii. Grade P, given for courses that are conducted over more than one semester.
 - iii. Grade P, given for courses for which the candidate's performance is graded as satisfactory.
 - iii. Grade U, given for courses for which the candidate's performance is graded as unsatisfactory.
 - iv. Grade R, given for courses registered by the candidate for auditing only. No credit hour value is given for this grade

- v. Grade W, given for a course(s) from which a candidate has withdrawn officially during the semester.
- vi. Grade W1, given where a candidate has withdrawn officially from a semester.
- vii. Grade W2, given where a candidate has withdrawn officially from the University.
- viii. Grade UW, given for any course for which a candidate has not been attending and has not withdrawn officially in a semester.

12.8. Determination of academic performance

12.8.1. The academic performance of a candidate in a semester is indicated by the GPA and CGPA. The GPA is determined by dividing the total grade points obtained by the total credit hours taken in a semester.

12.8.2. The following is an example of how the GPA is determined:-

Course	Grade	Grade Point	Credit Hours	Credit Hours x Grade Point
K1	A	4.00	4	4x4.00 = 16.00
K2	C+	2.33	3	3x2.33 = 6.99
K3	E	2.00	3	3x0.00 = 0.00
K4	C		3	3x2.00 = 6.00
			—	—
Total			13	28.99
			—	—
				GPA = $\frac{28.99}{13}$
				= 2.23

$$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

G_i = Course Point Grade no.-i

U_i = Course Unit Grade no.-i

n = number of course undertaken

The CGPA is determined by dividing the total grade points obtained by the total credit hours taken from the first semester to the current semester.

- 12.8.3. The grade points and credit hours that are obtained for courses registered in a semester shall be included in the calculation of the GPA and CGPA for that semester.
- 12.8.4. The credit hours for a course with grade C-, D+, D or F shall be included in the calculation of the GPA and the CGPA for the semester concerned. However, courses with these grades shall not be given any credit hour values. The grade UW shall be converted to grade F at the end of the semester concerned and be taken into account in the determination of the GPA and CGPA.
- 12.8.5. Grade I or P for a course shall be taken into account in the determination of the GPA and CGPA when the final grade for that course is obtained in the following semester concerned.
- 12.8.6. Grades K, R, S, U, W, W1 and W2 shall not be taken into account in the determination of the GPA and CGPA.
- 12.8.7. Credit hour values shall be given for courses with grades A, A-, B+, B, B-, C+, C, K and S. No credit hour values shall be given for courses with Grades C-, D+, D, F, R, U, UW, W, W1 and W2. For courses that must be passed with at least Grade B, the credit hour value shall be given where the candidate achieves at least Grade B for the courses concerned.
- 12.8.8. Courses with Grades I and P shall be given the credit hour values when the final grades for the courses other than Grades C-, D+, D, F and U, are obtained in the following semester.

- 12.8.9. Where a candidate has repeated a course, the mark and grade that are taken into account in the determination of the CGPA shall be the better mark and grade achieved by the candidate.

12.9. Examination results

- 12.9.1. The report of the Committee of Examiners for any final examination that qualifies the candidate concerned to the award of a Degree shall be tabled before the Senate for its approval.
- 12.9.2. The registration number and identity of the candidate concerned for any course shall not be revealed to the examiner except in a meeting of the Committee of Examiners that is held to determine the results of the examination of the candidate concerned.
- 12.9.3. The examination marks that are given to the candidate for any course, procedure and conduct of the meeting and report of the Committee of Examiners shall be confidential and not revealed to anyone who is not a member of the Committee of Examiners or the Senate.
- 12.9.4. Notwithstanding anything that is stated in second sub regulation, the examiner of a course may inform the candidate concerned of the grade for an individual course before the meeting of the Committee of Examiners on condition the grade that is revealed is subject to the confirmation of the Committee of Examiners and the approval of the Senate. The examination results may be made known to the candidate after the meeting of the Committee of Examiners on condition that any results that are announced are subject to the approval of the Senate.

13. PAYMENT OF FESS

- 13.1. Tuition Fees must be paid within the date stipulated in Academic Calendar
- 13.2. Student must refer to the **FINANCE RULES & REGULATIONS FOR STUDENT** for detailed information.

14. STATUS OF PROBATION

14.1. Probation 1 (P1)

Student with a CGPA less than 3.00 in the semester or failed during proposal / research progress.

14.2. Probation 2 (P2)

Student with a CGPA less than 3.00 or failed during proposal / research progress with a P1 status in the previous semester.

15. TERMINATION FROM STUDY

15.1. Student with the following status will be terminated from the University

- i. Obtained a CGPA less than 3.00 or failed during proposal / research progress with a P2 status in the previous semester;
- ii. Failed in a course for a third time;
- iii. Have maximize the period of extension study; OR
- iv. Failed to pay tuition fees for three (3) consecutive semesters.

16. GRADUATION REQUIREMENTS

16.1. Programme of study by Research Mode (Research to Coursework component is more than 70%).

16.1.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Research Mode:

- i. Achieve at least a final CGPA of 3.00 for all the coursework, including prerequisite courses, as may be prescribed;
- ii. Pass in the examination of the thesis or dissertation;
- iii. Pass the oral examination (viva voce);
- iv. Published in acceptable refereed journals at least two (2) articles from the doctoral research or one (1) article from the master's research;

- v. Presented in recognized conference at least one (1) paper from the doctoral or master's research;
- vi. Fulfil the language requirements as may be prescribed; and
- vii. Fulfil any other requirements set by the University where the candidate is attending a programme of study.

16.2. Programme of study by Mixed Mode (Coursework and Research; of which the component of research is in range of 50% to 70%).

16.2.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Mixed Mode.

16.2.2. Fulfil the requirements of the Coursework Mode component:

- i. Achieve a final CGPA of at least 3.00;
- ii. Pass all the prescribed courses including compulsory, prerequisite and exempted courses;
- iii. Fulfil any other requirements set by the University where the candidate is attending a programme of study; and
- iv. Fulfil requirements, if any, of the University with which he is registered for his programme of study.

Grade Point Average	Achievement Status	Qualified for Continuation	Qualified to be Conferred a Degree
CGPA \geq 3	Pass	Qualified	Qualified
$2 \leq$ CGPA $<$ 3	Conditional Pass	Probation	Not Qualified
CGPA $<$ 2	Fail and Discontinued	Not Qualified	Not Qualified

16.2.3. Fulfil the requirements of the Research component, that is:-

- i. Pass in the examination of the thesis or dissertation;
- ii. Pass the oral examination (viva voce);

- iii. Published in acceptable refereed journals at least two (2) articles from the doctoral research or one (1) article from the master's research;
- iv. Presented in recognized conference at least one (1) paper from the doctoral or master's research;
- v. Fulfil the language requirements as may be prescribed; and
- vi. Fulfil any other requirements set by the University where the candidate is attending a programme of study.

16.3. Award of distinction for thesis.

16.3.1. A thesis qualifies to be awarded a distinction if:-

- i. A distinction is recommended in the reports of all the examiners;
- ii. It is recommended by the Committee of Examiners; and
- iii. It is completed and submitted by the candidate for examination not more than three (3) semesters with respect to the Degree programme of study by Research and eight (8) semesters with respect to the Degree programme of study by Mixed Mode from the date of the initial registration of the candidate concerned.

16.4. Programme of study by Coursework Mode; of which the component of coursework is at least 70%).

16.4.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Coursework.

- i. Achieve a final CGPA of at least 3.00;
- ii. Pass all the prescribed courses including compulsory, prerequisite and exempted courses;
- iii. Passed in Master Project as prescribed by the programme;
- iv. Fulfil the language requirements as may be prescribed; and
- v. Fulfil any other requirements set by the University where the candidate is attending a programme of study.